



417th BSB

**NEW
EMPLOYEE'S
SAFETY
PACKAGE**

SAFETY
IS
EVERYONE'S
BUSINESS

- You are part of a team, sharing responsibility.



- This brief manual helps point out general hazards. **KNOW THEM** and any special instructions for your department.
- Also **KEEP ALERT** to suggest safer methods.
- We need your help to provide a safe and healthful working and living environment.

Who is Responsible for What ?

“Commanders at all levels

- will be responsible for the protection of personnel and equipment under his or her command and for the effective implementation of safety and occupational health policies.”

(AR 385-10, The Army Safety Program)

Who is Responsible for What ?

“Managers & Supervisors

- promptly evaluate and take action as required to correct hazards reported by employees or identified through accident investigation. They will not initiate or support reprisal action against employees who identify hazards, raise safety concerns or engage in authorized safety and occupational health activities.”

(AR 385-10, The Army Safety Program)

Who is Responsible for What ?

Leaders

- are designated Unit Safety Officers/NCOs
- provide a safe and healthful environment
- assure safety equipment is used
- assure work areas are inspected frequently
- assure job tasks are performed safely
- Maintain continuous safety training
- assure accidents are investigated timely and reported accurately

Who is Responsible for What ?

All Personnel

- practice “Safety First”
- perform their duties safely
- stop and correct unsafe acts
- use safety equipment as required
- report all unsafe conditions or acts
- behave safely off-duty too
- don’t drink and drive
- report all accidents

SAFETY MANAGEMENT PLAN

WHAT YOU NEED TO KNOW

General Safety and Health Rules:

- * Accident reporting procedures. General procedures are to (1) notify your supervisor and seek appropriate medical treatment and (2) notify the Safety Manager, DSN 355-1670.
- * The unit supervisor must report accidents, incidents, equipment failures or malfunctions, and utility problems immediately to the safety officer.
- * Fire emergency procedures - Know what to do, how to do it, and where to go. No smoking is permitted in any 417th BSB facilities, warehouses, shops, etc. Smoke only in designated smoking areas outdoors. For more information on fire emergency procedures, contact the Fire Department.
- * Housekeeping - A place for everything and everything in its place. Keep equipment, tools, materials, and work areas clean, orderly, and unobstructed. Clean and/or report wet or slippery areas immediately.
- * Personal Hygiene - Be physically fit through good health habits, proper meals, sufficient rest, and cleanliness. Be sure to wash hands frequently.
- * Use only approved work methods. Always be conscious of the safety of others as well as your own. Report all hazards.
- * Use proper lifting techniques. Ask for help if the load is too heavy.
- * Wear the personal protective equipment required for the job. Refer to Material Safety Data Sheets (MSDS) when working with chemicals.
- * Obey the signs that are posted.
- * Know and follow 417th BSB safety rules, SOPs, etc. Communicate suggestions for improvement to your supervisor, quality management, or the safety office.

Familiarize yourself with:

- your new work area
- exit routes and location of fire extinguishers and fire alarm systems
- safe guards and on-hand safety equipment (i.e. exhaust systems, moveable railings, etc.)
- the requirement and use of personal protective equipment
- location of telephones and emergency telephone numbers

POLICY: The safe way is the right way to do each job.
Urgency is NO CAUSE to neglect safety.

- Don't guess. Know your job. If in doubt, ask.
- Operate tools and equipment only if AUTHORIZED!!!
Keep machine guards in place.
- Report faulty equipment. Do NOT try amateur repairs.
- Report all unsafe conditions or acts.
- Report to work rested and in good health.
- If you feel ill at work, report to your supervisor. Get medical aid to protect yourself and others.
- Wear protective equipment when work requires it.
- Wear suitable clothing. Torn or loose-fitting clothing, jewelry, and high heels and sandals ARE dangerous in maintenance and construction areas.
- Report ALL INCIDENTS immediately, whether or not an injury was involved.
- Get medical aid for any injury. Even small cuts can become serious if neglected.
- If you see an incident, be helpful, courteous. Do NOT argue or discuss conditions. Get supervisor immediately.

- Obey warning signs always !!!
- Positively NO “HORSEPLAY”!!! Practical jokes can cause serious injury.
- Ooops.....CRASH!!! Falls are a serious injury problem. YOUR help is needed.
- Pick up those little things underfoot -RIGHT AWAY !!!
- A spill is TREACHEROUS!!! Clean it up immediately or block off the area until it is cleaned.
- DISASTER !!! Close drawers and cabinet doors right away.
- NEVER be too busy to LOOK where you walk.
- NO MYSTERY ! Keep labels readable. Unmarked containers should never be used. Have hazardous material supplies locked at ALL TIMES whenever not in use.
- CAUTION incoming service personnel of chemical, sanitary, and other hazards and safeguards.
- LIFT correctly, use leg power (back straight). GET HELP when needed ! Use mechanical aids when available.
- Be orderly, efficient, safe. Return equipment to the correct place if not in use.

- Protect cords. Heat, oil, or abuse will damage the electrical insulation.
- Frequently inspect cords, plugs, switches, sockets, and outlets for damage.
- Report electrical troubles immediately. A small shock, overheating, sparking, or noise are URGENT warnings.
- 3-wire “ground” plugs protect in case of electrical “leak”. Be sure equipment is properly GROUNDED.
- If touching an appliance, avoid contact with other electrical equipment, plumbing, or radiator (possible accidental “grounding”).
- Use a brush and pan to pick up broken glass. NEVER USE YOUR FINGERS.
- Discard disposable items into proper containers.
- A shelf can hold hazards for anyone below. THINK before you place any object overhead.
- Water and electricity do NOT mix. Keep hands dry. Prevent dampers near switches, wiring, or appliances.
- Electric cords can trip you. Place them out of the way. Remove when not needed. DON'T USE EXTENSION CORDS.

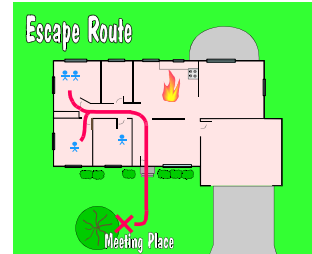
- Take one step at a time and grasp the handrail.
- BEWARE ! Report any loose tiles, turned up or torn carpeting, or holes in the floor to your supervisor.
- STOP ! Get a step stool or ladder for climbing. Avoid overreaching.
- NEVER block aisles or exits not even temporarily !!!
- Positively NO RUNNING !!! Traffic passes on right.
- Approach corners and doorways cautiously. Avoid collision danger!
- PUSH carts SLOWLY. See your way ahead.
- Push carts from the end (not the sides) to avoid smashing your fingers or hands.
- On ramps, control carts from low side. Get help if load or traffic is heavy.
- PULL carts through swinging doors (do not ram through).
- When using an elevator be sure floor is at level before entering or exiting.

LIFE SAFETY MANAGEMENT PLAN

WHAT YOU NEED TO KNOW

Key things to know: RACE (Fire Response Procedures)

- R**escue - Rescue anyone in immediate danger.
- A**larm - Activate the fire alarm by pushing the nearest bottom box.
- C**ontain - Contain the spread of fire/smoke by closing doors.
- E**xtinguish - Extinguish the fire if possible. Use the nearest fire extinguisher appropriate for the fire. Otherwise, start evacuation procedures.



Know the location of the nearest fire alarm pull station. They are located near EXITS.

Know the location of the nearest two (2) fire extinguishers.

Know the responsibilities during fire emergency situations.

Fire extinguisher use - Remember the word “PASS”

- P** - pull the pin
- A** - aim at base of fire
- S** - squeeze the handle
- S** - Sweep. Use a sweeping motion at the base of the fire.



When reporting a fire emergency, give your name, building number, floor, section, exact location of the fire and telephone number. **DO NOT HANG UP UNLESS INSTRUCTED TO DO SO.**

CLASSES OF FIRE

Fires are divided into four main classes: Class “A”, Class “B”, Class “C”, and Class “D” fires. These classes are based on the combustion characteristics of the ignited material. In most cases, installation fires are combinations of at least two and sometimes all of these classes.

1. **CLASS “A” FIRES** are fires in ordinary combustible materials, such as mattresses, books, cloth, canvas, wood, and paper. Class “A” fires must be dealt with by cooling the fire below its ignition temperature.
2. **CLASS “B” FIRES** are those which occur in flammable substances, such as gasoline, jet fuels, kerosene, oils, paints, turpentine, grease, tar, and other combustible substances which do not leave embers or ashes. Class “B” fires must be dealt with by smothering, blocking off air and/or oxygen.
3. **CLASS “C” FIRES** are fires in live electrical materials. They present an extra hazard to the firefighter, because of the danger of electrical shock. A non-conducting extinguishing agent is essential for fighting Class “C” fires. An additional consideration in fighting Class “C” fires is the fact that it may be quite important to avoid damaging the electrical equipment in the process of extinguishing the fire. The first step in extinguishing a Class “C” fire is to secure the source of power to the circuit or equipment of fire. The preferred agent in fighting Class “C” fires is carbon dioxide (CO₂). This gas gives protection against electrical shock and will not damage high value electrical equipment.
4. **CLASS “D” FIRES** are those in combustible metals, such as titanium, zirconium, sodium, potassium, etc. The greatest hazard exists when these metals are in the molten state or in finely divided forms of dust, trimmings, or shavings. Ordinary extinguishing agents are ineffective on these metal fires, and they are best controlled by covering with special dry powdered or granular materials, which exclude oxygen and which will not react or combine adversely with metal.



IT'S NOT THE FLAME

The prime danger from fire is NOT the flame or heat, but rather smoke and toxic gas. As smoke, heat, and toxic gases rise, the danger area is concentrated at the heights even with and above the fire. Many people lose their lives in a fire from smoke or gas poisoning and NOT from the flames or heat. If you are forced to remain in a room, stay near a slightly open window. If the smoke in the room becomes too heavy and you can no longer continue standing:

GET DOWN AND REMAIN WITHIN 16 INCHES OF THE FLOOR

WHERE THE AIR IS CLEANER AND COOLER !

ABOVE ALL.....KEEP CALM AND DO NOT PANIC !



HAZARD COMMUNICATION PROGRAM

WHAT YOU NEED TO KNOW

HAZARD COMMUNICATION: The goal of the OSHA Hazard Communication (HAZCOM) standard (29 CFR 1910.1200) is to create a safer and healthier workplace for everyone. When you work with chemicals, you have the right and need to know what they are, the associated hazards, and how to protect yourself.

The Material Safety Data Sheet (MSDS) provides detailed information on hazardous chemicals, including their potential hazardous effects, physical and chemical characteristics, and recommendations for appropriate protective measures.

MSDSs should be readily available at all times and never locked in a room, file drawer, etc. Each section should have a current hazardous chemical inventory that is updated annually or anytime a new chemical is added.

Levels of Training:

- * **INITIAL:** Hazard Communication Training within 30 days of employment.
- * **INITIAL WORKSITE SPECIFIC:** Read MSDS for the chemicals listed on the hazardous chemical inventory. Supervisor will discuss personal protective equipment (PPE) requirements.
- * **ANNUAL REFRESHER:** Suitable videotapes may be used to provide refresher training.
- * **ANNUAL WORKSITE SPECIFIC:** Review MSDS for the chemicals listed on the hazardous chemical inventory. Review personal protective equipment requirements. Review procedures for the safe handling and disposal of hazardous chemicals.



HAZARD MATERIALS AND WASTE PROCEDURES

WHAT YOU NEED TO KNOW

* This program applies to all personnel who work with or are potentially exposed to hazardous materials or hazardous wastes.

EMPLOYEES MUST:

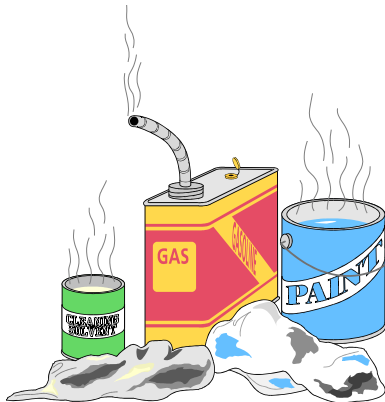
- * Follow all safety policies and procedures during storage, handling, transportation, and disposal of hazardous materials/hazardous wastes.
- * Notify their section chief if procured hazardous materials are received without the MSDS.
- * Use appropriate engineering controls (i.e. ventilation hoods) and wear available PPE when required to eliminate a hazard in the workplace.
- * Notify their section chief, the Hazardous Materials Manager, the Safety Manager, and Environmental Science Officer if an unknown or unmarked container is found. Employees will not attempt to identify the contents since they may be harmful if inhaled or touched.
- * Attend health classes as directed or annually. Classes will inform employees of the hazard associated with the materials they use or handle.



HAZARDOUS WASTE

WHAT YOU NEED TO KNOW

- * Before any chemical substance is ultimately disposed of, the proper disposal method must be determined. Specifically, it must be determined whether or not the substance meets the criteria of a hazardous waste under the Resource Conservation and Recovery Act (RCRA). Consult the MSDS for the material and contact the Hazardous Waste Manager at 351-4421 for assistance in accomplishing this mission.
- * Detailed criteria used to define hazardous waste is found in the RCRA. A general definition of hazardous waste is an array of hazardous chemical substances that are no longer fit for their intended use and pose a risk of damage to human health or the environment if improperly managed or disposed.
- * The identification, storage, labeling, and turn-in of hazardous waste must strictly comply with federal law and Host Nation law.



SPILL RESPONSE PROCEDURES

WHAT YOU NEED TO KNOW

1. RESPONSIBILITIES:

a. Commanders/Directors. Ensure that their personnel identify, handle, and dispose of hazardous material waste spills in accordance with guidance identified in applicable regulations and site-specific procedures currently in place. At a minimum, commanders/directors shall ensure that personnel under their direction adhere to spill response procedures identified within chemical specific MSDS.

B. Supervisors/Employees. Supervisors must ensure that personnel are familiar with chemical hazards and response actions based on at least an annual review of worksite-specific MSDS. Supervisors must ensure that personnel are trained (simulated and/or actual) to respond to and perform primary clean up of chemical spills in their work area. Ensure that personnel have available appropriate personal protective equipment (PPE) based on MSDS and guidance from Industrial Hygienist, Environmental Officer, and Safety Manager. Employees must be able to respond safely to hazardous material/waste spills.

2. The following are general procedures to be followed in the event of a hazardous material/waste spill. (NOTE: If a site-specific SOP for the spilled substance exists, then it takes precedence over the general spill procedures.)

- a. Evacuate and secure contaminated area.
- b. Seek medical attention for injured employee if applicable.
- c. Contact hazardous material coordinator and/or supervisor for your work area.
- d. If personnel notice smoke, natural gas odors, and/or explosions in their work area contact the Fire Department by calling 117.



HAZARDOUS GASES AND VAPORS PROCEDURES

WHAT YOU NEED TO KNOW

1. Manufacturers of hazardous materials (chemicals) are required to provide their customers Material Safety Data Sheets (MSDS).
2. Health/safety data is on the MSDS.
3. The supervisor is primarily responsible for enforcing safety/health procedures at the worksite.
4. Chemical exhaust hoods/eye goggles are methods used to protect you from exposure to hazardous gases and vapors (HGVs).
5. Industrial Hygiene is responsible for initially documenting personnel exposures to HGVs.
6. Occupational Safety & Health Association is the federal agency responsible for enforcing workplace safety/health.
7. Your workplace is to be evaluated for compliance to OSHA standards annually.
8. Occupational Health is responsible for providing workplace medical surveillance.
9. Call the Industrial Hygienist, DSN 351-4813 to find out your actual exposure level to workplace HGVs.
10. The MSDS and the unit SOP are the guidance documents in the event of a spill/leak involving a hazardous material.
11. Your supervisor, the Safety Manager, and the Industrial Hygienist are the support staff that will aid you in responding to an emergency in the event of a spill/leak involving hazardous materials.
12. Recycling and segregation of wastes, are two methods used to minimize the accumulation of hazardous materials.
13. Turn in hazardous materials to the hazardous material coordinator.

**IN CASE OF EMERGENCY
WHO ARE YOU GOING TO CALL ?**

	PHONE NUMBER
FIRE DEPARTMENT	117
MILITARY POLICE	114
AMBULANCE	116
SAFETY OFFICE	355-1670
ENVIRONMENTAL OFFICE	351-4421

In case of **ACCIDENTS** contact the Safety Office, 355-1670, and the Military Police, 114.

In case of **CHEMICAL SPILLS** contact the Fire Department, 117, and the Environmental Office, 351-4421.



SAFETY OFFICE 417TH BSB

The 417th BSB Safety Office is located on Harvey Barracks, Kitzingen, Bldg. 109, Room 307A. The telephone number is DSN: 355-1670 or Civ: 09321/ 3051670. If nobody is in the office an answering machine is connected to this number and you can leave a message.

There is one fax number, DSN: 355-8931 or Civ: 09321/305931 available.

The Safety Office personnel are:

Mr. Ehrenfried J. **DENGLER**, Safety Manager. His email address is DenglerE@cmtymail.98asg.army.mil. He is responsible for the overall functioning of the safety office, safety inspections in Giebelstadt, LTA/range safety program, hazardous material/hazardous cargo, ammunition and explosives safety program, safety councils, radiation protection program, accident investigation, and reporting program.

Ms. Doris **SEYNSTALL**, Safety Specialist. Her email address is SeynstallD@cmtymail.98asg.army.mil. She is responsible for safety inspections in Wuerzburg (Leighton and Faulenberg Kaserne), schools, FCC homes in Kitzingen, playgrounds, carnivals, and bazaars.

WHY WORRY ?

* ACCIDENTS:

- Kill or hurt people
- Damage property or equipment
- Reduce resources
- Mean a setback in community relations
- Can be prevented

ACCIDENT REPORTING

“Persons involved in or aware of an accident will promptly report it to the commander or supervisor directly responsible for the operation, material, or person(s) involved.”

(AR 385-40, Accident Reporting and Records)

Accident reporting must be

- **timely**
- **accurate**
- **honest**

SAFETY FORMS YOU NEED TO KNOW

DA Form 285-AB-R, Abbreviated Ground Accident Report (AGAR), is used for ground accidents in accordance with AR 385-40. This form is submitted for all U.S. military personnel on-duty class C & D accidents and all off-duty class A - D accidents. This form must be submitted through your chain of command and a copy sent to the BSB Safety Office.

DA Form 285, Military Ground Accident Report, is submitted for all U.S. military personnel on-duty class A & B accidents. This form must be submitted through your chain of command and a copy sent to the BSB Safety Office. The DA Form 285 is also submitted if a U.S. civilian employee or a Local National has an accident with damage to government property of \$2000 or more.

AE Form 385-40A, Unfallanzeige (LN Accident Report), is submitted when an LN or third-country national has an on-the-job accident, an accident while traveling to/from work, if work time is lost, or the employee was referred to the hospital/doctor. Original form must be submitted to the BSB Safety Office.

CA1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, is submitted when an AF employee has an on-the-job accident. This form must be submitted through your chain of command and a copy sent to the BSB Safety Office.

LS-201, Notice of Employee's Injury or Death, LS-202, Employer's First Report of Injury or Occupational Illness, and LS-210, Employer's Supplementary Report of Accident or Occupational Illness, are submitted when a NAF employee has an on the job accident. These forms must be submitted through your chain of command, and a copy sent to the BSB Safety Office.

DA Form 4753, Unhealthful Working Condition. This form gets posted at the place where a high risk safety hazard exists.

DA Form 4755, Employee Report of Alleged Unsafe or Unhealthful Working Conditions. Every employee has the right to submit this form to his/her supervisor or the BSB Safety Office to report any unsafe or unhealthful working condition.

POTENTIAL ACCIDENTS LURK EVERYWHERE

* OFF DUTY:

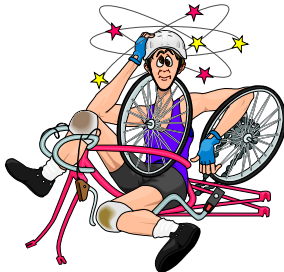
- Privately Owned Vehicles
- safety checks
 - seatbelts
 - safe driver



- Motorcycles, Bicycles
- safety checks
 - helmet and clothing
 - safe driver

- Pedestrian Safety
- compliance with traffic laws
 - safe jogging

- Alcohol
- drinking and driving
 - drinking and swimming



POTENTIAL ACCIDENTS LURK EVERYWHERE

* OFF DUTY:

Sports Accidents

- safe sports fields
- proper type of sports equipment
- protective eye wear

Drowning Prevention

- authorized swimming areas
- non-swimmers
- drinking and swimming

Family/Home Safety

- child safety
- stoves
- safe barbecuing
- lawn mowers
- POV maintenance
- ice and snow

